**NAPA SPECIAL INVESTIGATIONS BUREAU**

**GOVERNING BOARD**

**OPEN MEETING MINUTES**

**JULY 2018**

The regular open portion of the NSIB Governing Board quarterly meeting was called to order on Thursday, July 26, 2018 at 10:02 a.m.

**ROLL CALL**

Present or otherwise represented members included; Governing Board Chairperson and Napa County District Attorney Allison Haley, Chief Steve Potter of Napa PD, Sheriff John Robertson, Chief Mary Butler of Napa County Probation Department, Chief William Imboden of St. Helena PD, and Captain John Blencowe of CHP.

Also present at the meeting: Assistant Chief Probation Officer Julie Baptista of Napa County Probation, NSIB Sergeant Ryan McWilliams

Board members absent: Chief Mitchell Celaya of Calistoga PD

**PUBLIC COMMENT**

0 members of the public in attendance.

**AGENDA ITEMS**

**MINUTES** – Chief Butler moved that the minutes of the April 2018 Governing Board Meeting be approved as written. Chief Imboden made the second motion. Unanimously approved.

**DRUG PREVENTION PRESENTATIONS**

Lt. Pitkin discussed the Drug Prevention Presentations for the month of April, May and June.

**NSIB RETENTION SCHEDULE POLICY**

Lt. Pitkin provided the Board with a copy of the NSIB retention schedule and advised that it may differ from participating agency retention schedules.

**NSIB POLICY REVISIONS**

Lt. Pitkin discussed the proposed policy revisions recommended in the 2018 NSIB inspection. Further discussion related to policy changes are memorialized in the closed session related to the NSIB Inspection Report.

**ANNUAL REPORT**

Lt. Pitkin advised that the final version of the 2017 Annual Report would be emailed to the Board.

**QUARTERLY AUDIT**

Lt. Pitkin provided the Board with a copy and brief summary of the June 2018 NSIB Quarterly Review.

**2019 DEA/DCESP**

Lt. Pitkin gave an overview of the DEA/DCESP Strategic Plan that was submitted outlining previous year statistics and 2019 forecasted expenses.

**OPEN DISCUSSION**

**ADJOURNMENT**

There being no further business for the open portion of the Governing Board Chief Butler moved that the meeting be adjourned. Chief Potter made the second motion. Unanimously approved at 10:12 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

 DA Allison Haley, Chairman